

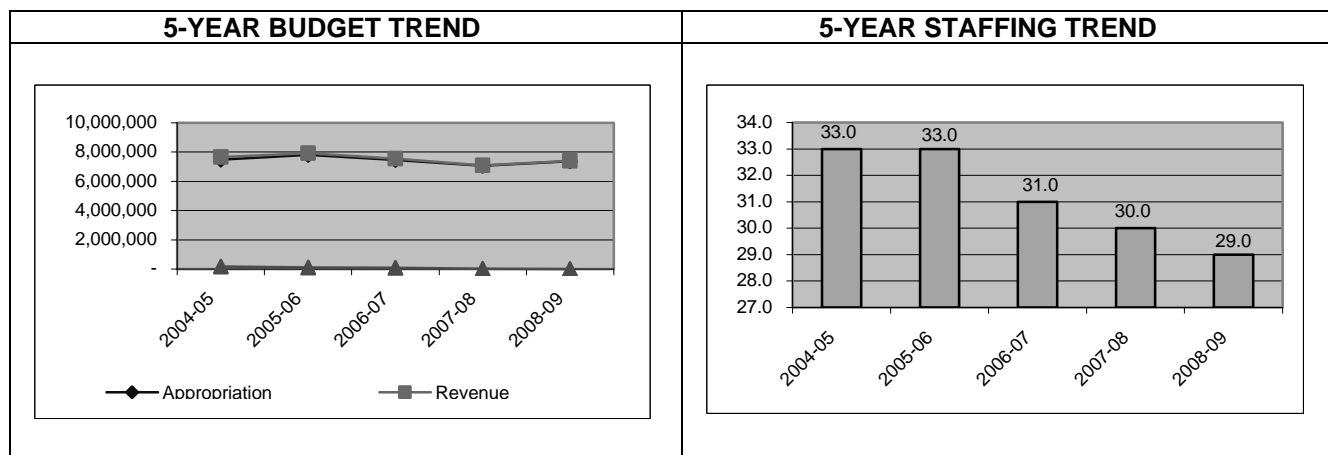
## Mail/Courier Services

### DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides U.S. Postal, inter-office mail/courier, and various expedited shipping services to agencies, departments, and special districts within the county. This division also provides automated mailing services such as inserting, folding, and labeling, and coordinates with the Printing Services for special projects. The division's main goal is to deliver each piece of mail in a timely and accurate manner.

The Mail/Courier Services budget unit is an Internal Service Fund (ISF) of the Purchasing Department. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

### BUDGET HISTORY



### PERFORMANCE HISTORY

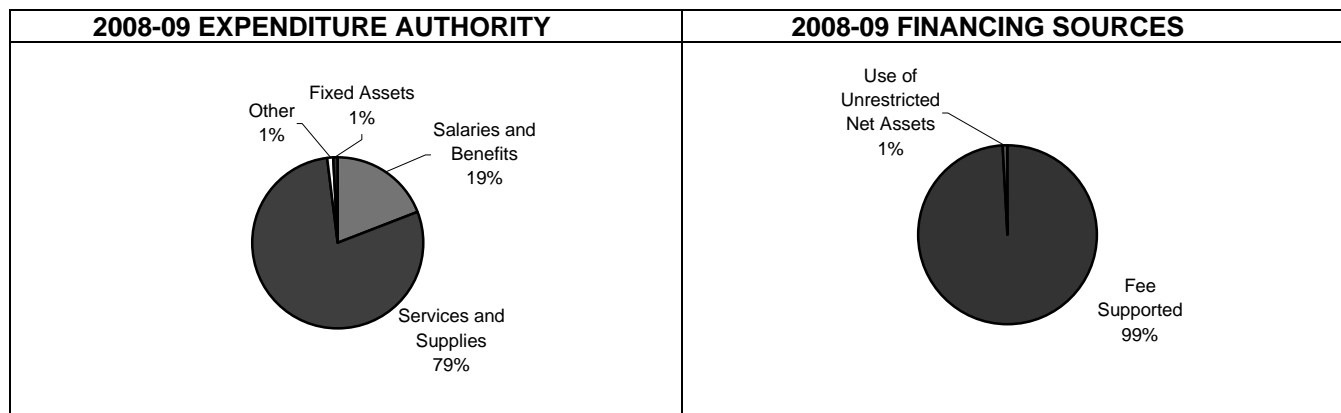
	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Actual
Appropriation	7,473,474	6,885,767	6,964,472	7,067,755	7,192,372
Departmental Revenue	7,902,243	6,897,044	6,897,350	7,093,188	7,345,080
Revenue Over/(Under) Exp	428,769	11,277	(67,122)	25,433	152,708
Budgeted Staffing				30.0	
Fixed Assets	65,803	30,790	23,977	46,654	46,167
Unrestricted Net Assets Available at Year End	1,280,274	1,248,812	1,148,362		1,270,029

Per the June 30, 2007 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirements for this fund is \$1,161,986. In 2007-08 rate adjustments for presort and inter-office mail took effect, to compensate for the \$13,624 unrestricted net assets shortage in this budget unit. After the 2007-08 fiscal year is complete, the rates for Mail/Courier Services will be re-evaluated to determine if rate adjustments will be required midyear in 2008-09 in order to continue to maintain unrestricted net asset balances of approximately two months operating expenses to serve as working capital.

Actual appropriation for 2007-08 was greater than modified budget due to an overage in services and supplies related to increased costs for outside service providers that interface with the county's system; however, departmental revenue for 2007-08 also increased as a result of the related services.



## ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive  
DEPARTMENT: Purchasing  
FUND: Mail/Courier Services

BUDGET UNIT: IAY PUR  
FUNCTION: General  
ACTIVITY: Mail/Courier Services

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Final Budget	2008-09 Final Budget	Change From 2007-08 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	1,137,213	1,275,352	1,370,311	1,383,173	1,478,335	1,431,462	(46,873)
Services and Supplies	6,259,757	5,523,200	5,533,972	5,750,819	5,503,279	5,834,287	331,008
Central Computer	4,209	4,898	5,596	8,613	8,613	28,377	19,764
Other Charges	3,484	2,518	1,909	1,054	1,117	297	(820)
Transfers	68,811	79,799	52,684	48,713	52,398	81,763	29,365
Total Appropriation	7,473,474	6,885,767	6,964,472	7,192,372	7,043,742	7,376,186	332,444
Depreciation	-	-	-	-	24,013	8,574	(15,439)
Total Requirements	7,473,474	6,885,767	6,964,472	7,192,372	7,067,755	7,384,760	317,005
<b>Departmental Revenue</b>							
Current Services	7,902,243	6,897,044	6,897,290	7,345,080	7,093,188	7,386,411	293,223
Other Revenue	-	-	60	-	-	-	-
Total Revenue	7,902,243	6,897,044	6,897,350	7,345,080	7,093,188	7,386,411	293,223
Rev Over/(Under) Exp	428,769	11,277	(67,122)	152,708	25,433	1,651	(23,782)
				Budgeted Staffing	30.0	29.0	(1.0)
<b>Fixed Assets</b>							
Equipment	33,657	7,536	-	21,450	22,000	45,000	23,000
L/P Equipment	32,146	23,254	23,977	24,717	24,654	21,179	(3,475)
Total Fixed Assets	65,803	30,790	23,977	46,167	46,654	66,179	19,525

Salaries and benefits of \$1,431,462 fund 29.0 budgeted positions and are decreasing by \$46,873 due to the transfer of 1.0 Office Assistant II to Purchasing's general fund budget unit. Included in the 2008-09 budget, is the reclassification of a Mail Services Supervisor II to a manager position (\$3,338). The basis of the reclassification is to align the evolving duties and responsibilities of this position with an appropriate classification.

Services and supplies of \$5,834,287 include general office expenses, reimbursable postage, COWCAP charges, presort and barcode services, equipment maintenance, and vehicle charges. The increase of \$331,008 is due primarily to the increase in first class postage effective May 12, 2008.

Transfers of \$81,763 include reimbursement to Purchasing's general fund budget unit of \$63,213 for administrative support, reimbursement to Printing Services of \$10,092 for a portion of an Automated Systems Technician salary to provide hardware/software support for the division, and mandated EH&P charges.

Departmental revenue of \$7,386,411 include revenue from mail and courier services. The \$293,223 increase is primarily a result of the mid-year postal rate increase for first class postage, which is reimbursed by user departments.

Equipment of \$45,000 is for the purchase of four postage meters required to comply with new United States Postal Service technology standards. Mail Services maintains a total of six postage meters, of which two were replaced in 2007-08. The increase of \$23,000 is necessary to purchase the four remaining meters that must be replaced.

Lease-purchase equipment of \$21,179 represents principal-only payments on the last year of a five-year lease purchase of non-intelligent inserters.

